

Guidance for speakers

In the interest of inclusion, we have developed the following guidance for speakers at our events. We understand that some of these suggestions are dependent on access to certain technologies that not all of us have access to. Please make the accommodations where possible. We also understand that many of you are seasoned presenters and much of this guidance may already be second nature to you.

1. When introducing yourself please share your name and pronouns. This is important because it ensures no one is misgendered when referred to in any subsequent communications.
 - a. You could do this verbally at the start of the talk by saying 'My name is Katie and my pronouns are she/her'
 - b. You could include this in your title slide where we often already include the presenter name e.g. Katie Nicoll Baines (she/her)
 - c. You could do both!

2. Be conscious of your pace when speaking, it can be challenging to follow very rapid speech for a number of reasons (hearing and attention difficulties, if English is not your first language etc.)

3. If you have the requisite software, consider using a captioning tool for your talk. There is a [feature in Microsoft PowerPoint](#) for this. Not all are very reliable, and they do come with some drawbacks if you do not speak clearly.

4. Slide formatting is also important for accessibility¹:
 - a. Use a pale coloured background for your slides (not bright white and not patterned)
 - b. Use a sans-serif font
 - c. Avoid red/green contrasts in tables and figures (you can check colour blind friendliness using a smart phone app like ColorBlindPal or other simulators available online)

- d. Sometimes it's not possible to make slides that work for everyone, to help this consider making the slides available to the participants e.g. link to download the file or google slides link, that way the participants can edit to suit their accessibility needs*
5. Avoid text-heavy slides and where there is text on a slide, ensure you read out all the text on the slide.

*we understand this may not be an option where your slides include unpublished data or sensitive information

References/Acknowledgements:

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1. <https://www.bdadyslexia.org.uk/advice/employers/creating-a-dyslexia-friendly-workplace/dyslexia-friendly-style-guide>